

## Job Description



<b>Job Title</b>	<b>Finance Officer (part-time)</b>
<b>Responsible to</b>	Head of Finance & Resources
<b>Responsible for</b>	Volunteers and placements
<b>Department</b>	Resources

### Purpose of the Post

The post holder will work within the Resources Department to provide essential day to day financial processing, support and advice. The post-holder will be a key member of the team in keeping accurate and up to date records of the organisations financial activities on both the accounting system (Sage) & associated files. The post holder will contribute to being effective guardian of our resources. financial literacy & governance.

The post holder will demonstrate good knowledge of charity finances

### Background

Our vision is for Birmingham and the Black Country to have more wildlife, more wild places and more people with a strong connection to the natural world.

Our five year strategic goals are:

1. Space for nature is protected, restored, created and valued.
2. Everyone is connected to nature.
3. The natural environment is at the heart of planning, policy- and decision-making.
4. We are an effective organisation.

### Key Responsibilities

- Creation and maintenance of processes and systems to ensure the smooth running of the finance function
- To be responsible for keeping up to date and accurate records of financial transactions on Excel and Sage 50 accounting
- To raise and issue sales invoices, follow up outstanding invoices and resolve any issues.
- To liaise with suppliers and creditors to maintain relationships as part of cash flow management.
- To check and reconcile purchase invoices ready for payment, to investigate and resolve any issues.
- To be the main link to the Trust's bank, ensuring good relations with the Business Bank Manager.
- To be responsible for the petty cash system in line with the organisations Financial Procedures.
- To complete regular bank, Petty cash and credit card reconciliations.
- To keep abreast of relevant finance matters including changes to legislation and accounting practices such as regulatory frameworks (i.e. SORP).
- To report to statutory bodies such as Entrust
- To produce of finance reports to senior managers on a monthly basis relating to income & expenditure

- To manage and reconcile the financial records of fundraising and monitoring returns.

### Other items

- The nature of this post means that out of hours and weekend working may be required, for which time off in lieu will be granted.
- This post is based at the Wildlife Trust's head office, however, travel to other Trust sites or elsewhere (including nationally) as the need arises will be required.
- The post-holder will abide by all Trust policies including equal opportunities, health & safety, safeguarding and data protection

### Scope for Progression

Dependent on skills and capability, the post holder will have the opportunity to progress within the role to take on the following duties, supported by the Head of Finance and Resources:

- Processing payroll & pensions, working with our external payroll agency
- Processing VAT return and coordinating all HMRC correspondence
- Production of monthly management accounts & monthly reports to Senior Management Team
- Quarterly KPI reporting to Head of Finance & Resources
- To support the preparation for the annual audit, e.g. stock take reconciliation, fixed asset records, Charity Commission and Companies House checks.

### Person Specification

<b>Experience (must be able to demonstrate experience)</b>	<b>Essential</b>	<b>Desirable</b>
Two years' experience of financial accounting in a small to medium sized organisation preferably charity	✓	
Two years' experience of processing sales and purchase systems	✓	
Maintaining credit control systems	✓	
Supporting yearly auditing process	✓	
Two years' experience of Maintaining finance systems, processes and procedures	✓	
Preparing information for management reports	✓	
Supporting cash flow monitoring and forecast systems	✓	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Fully qualified AAT	✓	
Understanding of preparation of end of year accounts		✓
Familiarity with using accounting software packages, and strong Microsoft Office skills (particularly Excel and Outlook)	✓	
Good knowledge of Charity Commission financial requirements and SORP		✓
Two years' experience of working with Sage 50	✓	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Strong communication skills and a confident manner	✓	
Flexible, practical approach to meeting the organisation's needs	✓	
Ability to take initiative, work independently and within a team	✓	

Good organisational and time management skills; able to prioritise workloads effectively, meet deadlines and monitor the outcomes	✓	
Good organisational skills, attention to detail and a meticulous approach	✓	
Be enthusiastic about Birmingham & the Black Country and its rich landscape	✓	
A genuine commitment to the principles and aims of The Wildlife Trust for Birmingham and the Black Country	✓	
<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Be enthusiastic about Birmingham & the Black Country and its rich landscape	✓	
Commitment to the Trust's vision, mission and values	✓	

## General Terms and Conditions

<b>Pay-scale</b>	Senior Project Officer - grade 3 point 7
<b>Salary</b>	£23,087 FTE per annum, (actual salary £13,852)
<b>Pension</b>	The Trust contributes 7% to an employee pension scheme. Full details will be provided.
<b>Hours of Work</b>	Part-time: 22.5 hours per week (Potential to grow this in the future) Overtime is not paid but time off in lieu may be taken where appropriate.
<b>Duration of post</b>	Permanent Contract. All new employees undertake a probationary period of 6 months, in which time they are expected to demonstrate their suitability for the post.
<b>Holidays</b>	15 days annual leave (including 3 to be taken over Christmas and New Year), plus pro rata statutory public holidays.
<b>Place of work</b>	Based at the Trust's Head Office at Centre of the Earth at 42 Norman Street, Winson Green, Birmingham B18 7EP and travelling to sites across Birmingham and the Black Country as needed.
<b>Equal Opportunities</b>	The Wildlife Trust is an equal opportunities employer and is positive about individuals who have a disability.

## Applications

**Deadline for applications is 5pm on Friday 17<sup>th</sup> May 2019**

Applications should be sent on the attached form and emailed to [recruitment@bbcwildlife.org.uk](mailto:recruitment@bbcwildlife.org.uk)  
CVs will not be accepted.

Due to the high number of applications we receive we do not send acknowledgements for applications or letters to unsuccessful applicants. Therefore, if you have not heard from us within 1 week of the closing date, please assume your application has been unsuccessful.

**Interviews will be held on Wednesday 22<sup>nd</sup> May 2019**